

**CITY OF KINGMAN
MEETING OF THE
TOURISM DEVELOPMENT COMMISSION**

**Council Chambers
310 N. 4th Street
Kingman, Arizona**

7:30 a.m.

Minutes

Thursday May 7, 2015

Commissioners Present:	Staff:	Visitors Signing In:
Krystal Burge, Chair	Tina Moline, Finance Director	See Attached
Tom Spear, Vice-Chair	Burley Hambrick, Project Manager	
James Baker, Commissioner	Sandi Fellows, Recording Secretary	
Angela Patterson, Commissioner		
Harley Pettit, Commissioner		
Larry Carver, Council Liaison		

REGULAR MEETING MINUTES

CALL TO ORDER AND ROLL CALL: Chair Burge called the meeting to order at 7:30 A.M. and the recording secretary called the roll. All Commission Members were present.

- 1. APPROVAL OF MINUTES:** The Regular Meeting Minutes of February 5, 2015
Commissioner Baker made a MOTION to APPROVE the Regular Meeting Minutes of February 5, 2015 as written. Commissioner Pettit SECONDED the MOTION, and the MOTION CARRIED with UNANIMOUS (5-0) APPROVAL to the affirmative.
- 2. CONSIDERATION OF PUBLIC COMMENTS:**
There were no comments.
- 3. OLD BUSINESS**
 - A. REVIEW AND DISCUSSION OF ROOM TAX REPORT:**
Finance Director Tina Moline addressed the Commission stating that room tax revenues reported to the City for April 2015 were \$48,306, exceeding the projected budget of \$29,166. Ms. Moline stated that revenues are expected to reach \$388,000, which surpasses 2014 actual revenues by 1.89%. Next year's budget will be \$360,000, and the Tourism Development Commission ending fund balance is expected to reach \$1,217,297 based on March 2015 estimates, with the preliminary operating budget set at \$802,500 and an ending fund balance of \$774,797.44. Ms. Moline explained the fiscal year 2016 operating budget, noting that the Visitor Center budget had decreased from \$60,000 to \$25,000 and bricks and mortar was budgeted at \$500,000 and only \$500 was spent so the 2016 Department Budget was reduced to \$237,500, which will be matched by grant funds. The Bluegrass Festival was reduced by \$10,000 and the fireworks for \$35,000 were added to the budget.

Vice-Chair Spear asked how the fireworks happened to be included in the TDC budget as it had never been a deficient for this budget. Ms. Moline said she would look into it.

B. PROJECT UPDATES FOR POWERHOUSE AND ROUTE 66 PEDESTRIAN CROSSING:

Project manager Burley Hambrick addressed the Commission regarding the progress on the pedestrian crossing which is still in the environmental clearance portion and is expected to be completed in June or July 2015. Once this portion is completed, the final plans will be submitted for review and approval after which construction can begin.

Commissioner Baker asked if spring of 2016 would be a good estimate of when construction would begin. Mr. Hambrick stated that by the time advertising and hiring of a contractor was completed that could be a safe estimate.

Mr. Hambrick acknowledged that Seabury Fritz Architects had been approved by Council for the Powerhouse project and he had been working with them to make their proposal fit the proposed budget. Mr. Hambrick noted that he has received the funding match portion from the Route 66 Association, invoices have been submitted and reimbursements have begun. Mr. Hambrick acknowledged that the other projects funded by TDC such as the cooling units and thermostats have been completed except for the partition separating the room where the electric car exhibit currently is on display. This project will begin once the electric car exhibit is no longer in the room.

Chair Burge stated the Commission would like to thank the Route 66 Association for the \$25,000 in matching funds for the Powerhouse project.

4. NEW BUSINESS

- A. CONSIDERATION OF A RECOMMENDATION TO THE CITY COUNCIL CONCERNING THE CONTINUATION OF THE TOURISM DEVELOPMENT COMMISSION:** There is a proposal to discontinue the Tourism Development Commission. The proposal consists of the City contracting with the Powerhouse Visitor Center for tourism services and the City Council directly considering applications for special event funding. This agenda is so the Commission can make a recommendation to the City Council on this proposal.

Vice-Chair Spear acknowledged that the City Manager, John Dougherty, had approached the TDC Commission about taking on the funding of the Powerhouse, which would be a \$100,000 additional expense, and would not leave a lot of money available for the Commission to distribute for funding requests.

Chair Burge stated that with the Visitor Centers CEO, Joshua Noble, reporting directly to the City Council it would allow the Council to have more background and understanding as to what is truly going on with local tourism and how the Powerhouse is being run.

Commissioner Baker acknowledged that the projects that are presented can be expedited instead of being heard by separate parties, which is somewhat redundant. Commissioner Patterson stated that there is something to be said for checks and balances, which is what the purpose of the Tourism Development Commission primarily was. The TDC was a buffer for residents with applications for events. Commissioner Patterson noted that she was disappointed discussion had been going on regarding this proposal and it had already been brought to Council. Chair Burge stated that the Commission was acting on what had been requested by Council, the City Attorney and the City Manager.

Council Liaison Larry Carver stated that with the Powerhouse Visitor Center, it appeared the TDC was a duplication of effort. Councilmember Carver noted that there would be a contract between the Visitor Center and the City, with Council having the final decision as to how funds were spent.

Commissioner Patterson asked if the Commission would be shifted over or if there was a Board of Directors already in place at the Visitor Center. Joshua Noble stated that there would be five to twelve board members serving three year rotating terms. Currently the Board consisted of Fritz Koehl, Bob Waldon, Jo Stetson, Tony Campbell, Jan Davis, Kristal Burge and Tom Spear. Chair Burge noted that there is plenty of opportunity for Commission members to be involved in the business of tourism.

Vice-Chair Spear went on to state that Mr. Noble had already identified several ways the proposal could save around \$25,000 in the everyday operations of the Powerhouse. Vice-Chair Spear acknowledged that this would draw a definitive line that the City does not fund the Chamber of Commerce. Vice-Chair Spear stated that in weighing the pros and cons of this decision he feels it is a good decision moving forward.

Chair Burge acknowledged that the contract would be patterned after other cities, with a three year contract and an annual renewal.

Commissioner Baker made a MOTION to move forward with a RECOMMENDATION to disband the Tourism Development Commission and move the responsibilities to the Kingman Visitor Center. Vice-Chair Spear SECONDED the MOTION. The motion did NOT CARRY with Chair Burge, Vice-Chair Spear and Commissioner Baker voting in favor of the motion, Commissioner Patterson opposing the motion, and Commissioner Pettit abstaining.

5. ANNOUNCEMENTS BY COMMISSIONERS –

Vice-Chair Spear stated that the numbers from the Fun Run this year were slightly down, but not substantially. He thanked City staff for their assistance with the event.

Commissioner Baker made a MOTION to ADJOURN. The MOTION was SECONDED by Commissioner Patterson and carried UNANIMOUSLY (5-0). Chair Burge declared the meeting adjourned at 8:05 A.M.

6. ADJOURNMENT

APPROVED:

Kristal Burge
TDC Chairperson

STATE OF ARIZONA)
COUNTY OF MOHAVE) ss:
CITY OF KINGMAN)

CERTIFICATE OF TDC MINUTES

I, Sandi Fellows, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Regular Meeting Minutes of the Tourism Development Commission held on May 7, 2015.

Dated this 26th day of May, 2015.